

# **SECON 1 Implementation Plan**

**for the**

## **Mathematics and Computer Science Division**

(Building 221, plus 12 offices in 203 in the adjacent hallway on the 2<sup>nd</sup> floor)

**March 2009**

Written by: \_\_\_\_\_  
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**Mathematics and Computer Science Division**  
**SECON 1 Plan**  
March 2009

The MCS Division has no Essential Activities as defined in EPIP 1.4.1 nor does the Division operate facilities requiring Safe Shut Down. In the event of a SECON 1 declaration, the essential requirement for the Division and other occupants of Building 221 is the orderly evacuation of the site. All computing equipment will be left in operation “as is” since orderly shut down of this equipment would require substantial time to accomplish by the Systems staff. In addition, assuming power is maintained to the building, less damage to the computing facilities will be sustained than if such equipment were to be shut down. Furthermore, MCS personnel will be able to continue to perform work via Internet access to the systems.

**Administrative Requirements**

- The Manager of Core IT (or Manager of Systems) is responsible for preparing and maintaining this Plan. The Plan will be reviewed and updated annually, or as requested by the Laboratory or as necessary by internal changes to MCS/Building 221 procedures.
- This plan applies to Building 221 and the adjacent MCS offices in Building 203.
- The MCS Division Director and further designees are authorized to implement this plan when notified.
- At the declaration of a SECON 2 level status, the MCS Division Director, the MCS HR Staff Assistant, the MCS Division ESH/QA Coordinator/Building Manager, and the MCS Manager of Core IT, will assure that processes and capabilities are in place in the event of a SECON 1 declaration and that Division personnel and visitors are aware of the SECON 2 level status.
- A copy of this document will be provided to EQO Emergency Management and SCD Security.

**Actions Requirements**

**Accounting for Personnel**

- On-Site
  - The MCS HR Assistant will coordinate the accounting for all on-site personnel and visitors.
  - The Building 221 Area Emergency Supervisor (or Alternate) with the Wing Monitors will be responsible to physically check the spaces

- occupied by the Division as with a fire or tornado emergency.
  - MCS Visitors will be directed to return to their home, business, or hotel as appropriate. When the visitor's hotel or place of residence is on-site, alternate off-site accommodations or travel home will be arranged.
  - In the event that the declaration occurs off-hours, notification and accounting of personnel will take place using the same methods as on-hours.
- Off-Site
  - The Division's Administrative Assistants maintain lists of all personnel on travel, on vacation status, assigned to other locations other than the ANL-E site, or otherwise off-site. These will be used to account for all off-site personnel.
- Accounting for all personnel will be accomplished by cross-referencing the list of employees with confirmed contact of personnel via e-mail, telephone, or in-person.

### **Contacting Personnel**

- MCS personnel and on-site visitors will be contacted and notified to leave the site and move to a safe location through the use of the Facility's public address system and/or e-mail and/or Argonne's emergency notification system. The MCS Building Manager and MCS Manager of Core IT will confirm all essential personnel including the MCS Division Director and/or MCS HR Assistant are notified.
- MCS personnel on travel and off-site personnel will be contacted by their designated MCS Administrative Assistants via phone and/or e-mail as soon as practical after the SECON 1 status has been declared. The MCS HR Assistant will ensure all off-site employees have been notified. The MCS Division Director with delegated additional help from the Administrative Assistants will provide assistance to the off-site personnel, including making further travel or lodging arrangements, if requested.
- The MCS HR Staff Assistant will coordinate providing reasonable travel and/or lodging assistance for displaced site visitors, if any.
- Division-specific communications will be handled via e-mail, the MCS website, telephone, or Argonne's emergency notification system, as appropriate.

### **SECON 1 Status Change**

- All personnel are directed to monitor the ANL INFO line or the main ANL website for such information.

## **Personnel Classifications**

- No MCS personnel are considered “site essential personnel”.
- No MCS personnel are members of the Radiological Assistance Program.
- No MCS personnel are members of the Emergency Response Center Staff.
- No MCS personnel are members of the BioSafety Committee.
- No MCS personnel are members of the health physics staff.
- No MCS personnel are assigned to any activity that would support a site-wide emergency response.